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**Subject:** October 19 Template Discussion

Everyone,

I want to thank you all for another very successful Co-chair meeting on October 19. I will get a more detailed meeting summary out soon, but there were some key points that I wanted to get to all of you as soon as possible relative to the decisions made on the format and use of the templates. Key to all this is the delivery of final draft templates from the following workgroups by **December 3** for presentation to the Phase 3 WIP Steering Committee on December 17:

1. Stormwater
2. Agriculture
3. Forestry – (Teddi, make sure I have the wording on these right)
  - a. Forest/Tree Buffers – Combines the Initiatives from both Agriculture and Stormwater into one
  - b. Conservation Landscaping /Land Conservation
  - c. Forest Expansion
  - d. Tree Canopy
  - e. Stream and Wetland Restoration
4. Wastewater – This may be more of a report of the analyses done so far and may or may not include a template with milestones for efforts to complete in the future.

There was a lot of discussion around the use and purpose of the templates. It became apparent the templates are serving multiple purposes. The level of detail going into these templates currently is good for planning purposes, but will need to be cut down some for the purposes of milestone tracking and reporting to EPA. The same template will be used for this purpose, without the Resources Columns. I will provide a draft of how this progress reporting template will look to everyone in time for the Joint Planning Meeting with the counties. A final purpose for these templates will be to highlight key recommendations and challenges for success and key milestones that we want to showcase to the public and track for success stories on a more frequent basis.

In summary, there are now what I view as three levels of the same template:

**Internal Planning and Progress Template**

- Detailed planning document to track efforts internally for county or state program

### **External Planning and Progress Template**

- Same template but remove “Resources Needed” column and replace with “Progress” column for annual tracking and reporting to DEP
- Milestones—high level details. These are just a subset of the action steps in the planning and progress template.
- This template will be used to report to EPA on an annual basis

### **Narrative**

- Public facing – high readability 6 month progress update
- Visual progress –
- 3-4 pages, maximum
- Highlights 3-4 key recommendations and milestones/action steps/initiatives for each county or workgroup
  - What’s most important to county or workgroup
  - Key challenges or recommendations to implementation
- Links to DEP’s story map, which will be continuously updated for 6-month reporting to EPA

The Narrative above along with the one-Pagers the C & E Workgroup is working on, with the summaries of each workgroups Recommendations will then serve as the core outreach materials we will use in January and February for the focus sessions we want to hold to convey the message we are trying to deliver. They can then be refined based on the output we receive and then finalized for continued use.

Hope this helps. Any questions or further concerns, please do not hesitate to contact me, Kristen or Jennifer.

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